



# BSD

# LinkLine

Building Systems Design, Inc.

A Newsletter for BSD SoftLink® Customers and Friends

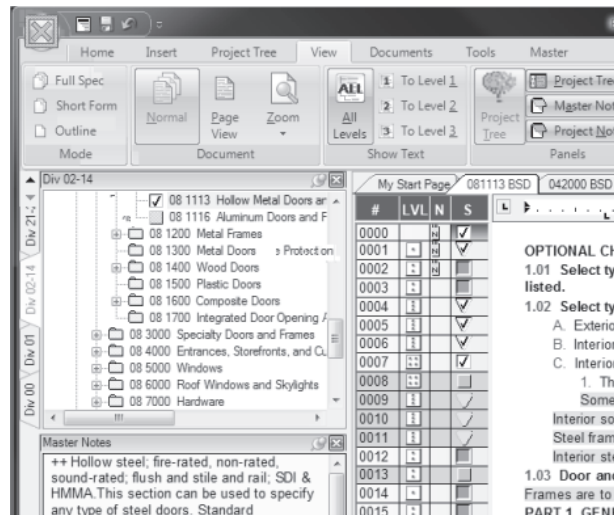
WINTER 2007-2008

## THE LATEST ON BSD SPEC LINK-E

Development on BSD SpecLink-E is nearing its Beta phase. There are a couple of events coming up that you should know about. First, BSD is planning one or more “webinars” to provide live demonstrations of the new software and its numerous new features. Second, BSD will be delivering a first Beta of the new product to selected firms and individuals. The first Beta will not be considered ready for production use and will be given to those entities who are willing to take the time to review, test and report on it in this “not for prime time” state.

The webinar is an event that will let you watch the software in action from the convenience of your office. It requires a computer and a fast Internet connection but does not require

any software installation. We will ask you to sign up for the event using an online form and we will ask you to complete a modest survey following the demonstration.



including a second monitor;

- Page View – A print layout of a document, familiar to Word users, that lets you add and edit text and choices while viewing the document as it will be printed;
- Project-wide Find, Replace and Spell Check Functions – Flexible commands let you search any and all documents in the project in a single process;
- Style-based Templates – Styles define paragraph appearance including outline number format; each of 10 paragraph levels are assigned a style to create a document template; multiple user-defined templates are supported;
- Template-based Documents – A single template (one of four built-in or any number of user-defined templates) is assigned to the whole project as the default but each document can override the project default with its own template;
- Insert Pictures – Support for insertion of multiple picture formats;
- Insert Tables – More robust support for inserting tables, rows and columns;
- Insert Hyperlinks – Allows inserting live links to the Web in the body of the specification document;
- Expanded Export Capability – Supports export to Word document and PDF formats including live hyperlinks;
- System Roles – Support for assigning roles to individual users, including Administrator, Expert User, Standard User, and Reviewer, that determine and limit the application commands to which the user has access.
- SpecLink+ Project Conversion – Fully automatic facility for converting BSD

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The purpose of the webinar is to provide feedback to BSD on the user interface and features presently included in the SpecLink-E product, and to provide you with an early look at the product that is coming down the pike.

Both the webinar and the Beta release present numerous new features over and above all of the functionality currently found in BSD’s SpecLink+, accumulated over ten-plus years of development. The new features include:

- A Tabbed Document Interface – Features slide out panels that let you open multiple documents in a single window accessed by tabs; allows drag-drop side-by-side positioning of panels and cut-copy-paste between them;
- Detachable Notes Panels – Easy to “tear off” using drag and drop and place anywhere on your desktop,

See “SpecLink-E” on page 7

## SPEC LINK<sup>®</sup> HELPS THE BOLDT COMPANY ACHIEVE UNPARALLELED TIME SAVINGS

*Since 1889, The Boldt Company has offered consulting, construction and maintenance solutions. They are headquartered in Appleton, Wisconsin, with offices throughout the United States.*

Their 100 employees are united around a strong set of values: honesty, fairness, hard work, performance and a love of what they do.

The Boldt Company handles the planning

and implementation of complex projects in four primary sectors: healthcare, senior living, higher education, and commercial. Their professional staff blends the disciplines of planning, architecture, real estate, construction, finance, and law, bringing clients flexible and innovative solutions for today and the future.

**The Need:** Design firms often work on different types of projects. Because of this, a design firm's informational needs can differ, particularly in the area of specification writing. The system or process used should be flexible enough to effectively satisfy the needs of the firm. In 2001, the system that The Boldt Company was utilizing was not meeting their needs. They found it was taking too long to develop specifications with their wordprocessing based spec writing program. They wanted a faster, more flexible system. They found what they wanted with SpecLink.

**The Solution:** "Using SpecLink, we have been able to reduce the time it takes us to create a specification by as much as 90%," remarked Kevin Shumann, Architect, The Boldt Company. "We can now write the entire specification in one place.

With our previous system, we had to go through three steps. Even then, we were not assured of having an accurate product." Much of this time savings can be attributed to the fact that so much of SpecLink is automated – from the automatic coordination of cross-references to the automated Table of Contents generator.

While there are a lot of areas the program will take care of automatically, there are also many ways to customize it. This gives SpecLink users the best of both worlds: speed through automation and flexibility through customization. By creating an

Office Master, the user is able to plug in unique items that they use in their particular type of construction or geographic area. They can then start with this master specification and know that there is no danger of leaving out critical items.

**The Outcome:** The staff at The Boldt Company attended the training class at BSD's offices in Atlanta. Schumann says that instruction was all they needed to start using the software. In addition to the timesaving features, Schumann also likes the ease of use and updates that SpecLink offers. He also mentions another aspect of SpecLink that he finds helpful, "What I like best about SpecLink is that I can continuously see the spec as I am writing it. I am able to edit and save each project as its own unique file without losing any of my edits. Because of this, I don't have to wait until the end of the writing session to review my specification." ■



*Fox Valley Animal Referral Center*

## BSD at Greenbuild

We've just returned from an exhilarating but exhausting stint at the Greenbuild 2007 conference and expo that was held in Chicago November 7-9. BSD sent four people to occupy a 10 x 10 booth during the time the exhibit floor was open, a total of 21 hours over two and a half days.

The show had to be moved from Los Angeles at almost the last minute, due to scheduling difficulties with the Los Angeles Convention Center. Nevertheless, the convention drew a record number of attendees. There were over 21,000 people at the event – a 62 percent increase from the 13,000 or so who attended last year's show in Denver. The show's organizers were unprepared for the numbers, so lines were long throughout the three days of activities. Even getting a cup of coffee at Starbucks involved waiting in line for at least a half hour.

On the other hand, traffic at the BSD booth was great. We spoke to hundreds of attendees and ran out of BSD SpecLink canvas tote bags after we had given away 250 of them. Even though the attendees ran the gamut from flower children to dedicated "green" architects to government agency representatives, we found plenty of people who wanted to hear about the green features that have been built into BSD SpecLink. We also spoke with many of our customers, some of whom were unaware of our many LEED features – like the checklist sections and the automatic LEED submittals report.

We've already signed up for Greenbuild 2008 in Boston, which promises to be even bigger and better. We'll see you there! ■

### Notes

#### We've Moved

As of May 14, our address is:  
**Building Systems Design, Inc.**  
**Two Piedmont Center, Suite 300**  
**3565 Piedmont Road, NE**  
**Atlanta, GA 30305**

# About Your SpecLink & PerSpective Updates

## SpecLink+ Statistics:

- 531 sections total, 139 updated (26%)
- 528 non-proprietary sections
- 3 proprietary sections
- 51 sections with built-in checklists
- 91,640 paragraphs
- 103,717 internal links (targets and consequences)
- 26,203 notes to specifier
- 15,044 notes with live hyperlinks to Internet web pages
- 2,130 external documents referenced, with live hyperlinks to order information
- 962 ASTMs referenced, 100% verified within last 6 months
- 1 ASTM never before referenced
- 1,254 other documents referenced, 841 verified this quarter\*, 59% updated

- 187 standards organizations referenced
- 2,423 manufacturer listings, with live hyperlinks to their web sites
- 949 unique manufacturers listed in 372 non-proprietary section, 23 updated or replaced

## Short Form Specs Statistics:

- 16 sections corresponding to MasterFormat 1995 divisions
- 1 section updated
- 8,308 paragraphs
- 1,564 notes to specifier, 1,023 with live hyperlinks
- 9,056 internal links (targets and consequences)
- 354 external documents referenced
- 226 ASTMs referenced, 100% verified within last 6 months
- 138 other documents referenced, 81%

verified this quarter\*, 4 updated

- 43 standards organizations referenced

## PerSpective Performance Specs Statistics:

- 161 sections, 1 updated
- 17,392 paragraphs
- 22,127 internal links (targets and consequences)
- 4,024 notes to specifier, 925 with live hyperlinks
- 191 external documents referenced, with live hyperlinks to order information
- 50 ASTMs referenced, 100% verified within last 6 months
- 141 other documents referenced, 97% verified this quarter\*, 9 updated
- 39 standards organizations referenced ■

\* Documents issued more than two years ago are verified quarterly, as are annual or semiannual publications. The documents not verified this quarter were updated within the past two years.

## PREPARING “FRONT END” DOCUMENTS USING SPECLINK

Two new checklist sections have been added to SpecLink to help in the often complicated process of preparing the contracting requirements necessary for all construction contracts and the bidding requirements necessary for competitively bid projects. These requirements are located in Division 0 Procurement and Contracting Requirements and, due to their location at the front of the Project Manual, are often referred to as the “Front Ends.” Some of these documents, such as the Owner-Contractor Agreement and General Conditions are legal documents that most design professionals should not want to take responsibility for. However, regardless of who prepares the legal documents, the design professional (usually the architect) is expected to include them in the published Project Manual and to coordinate the other parts of the Project Manual with them. Besides the legal documents, there are many external forms and other documents that relate to the Front Ends – the two new checklist sections, 00 4000 and 00 5000, include fairly comprehensive lists of such documents.

The Front Ends are usually the last part of the Project Manual to be prepared, or at least to be finalized. The main reason is that details such as when the bids are due cannot be determined until the contract documents are nearing completion. Another factor is that is often difficult to get adequate instructions from the Owner – so start as early as possible. The simplest way to get the Owner’s instructions is to use either AIA G612 or EJCDC C-050 & C-052 – these are checklists coordinated to other documents published by those organizations. AIA’s document is available free of charge. Both organizations’ documents cover such questions as whether competitive bidding is required, who will prepare the Front Ends, and what type of contract is required (e.g. fixed price, cost-plus a fee, etc). Both also serve as a useful educational tool because they cover so many issues.

The two most important documents for all contracts are the Owner-Contractor Agreement and the General Conditions – but SpecLink does not include either of these

because the most commonly used documents are copyrighted by their authors. These are “standard” or “model” documents that can be used as is or edited to suit specific project conditions – see the article elsewhere in this newsletter for more information about AIA, EJCDC, and ConsensusDOCS documents. Since SpecLink does not include any of the typical legal documents, the principal issue the specifier must deal with is how to incorporate those documents into the Project Manual. AIA’s Agreements and General Conditions are designed as standard pre-printed forms that can be simply incorporated by reference to the document number and edition date, with an optional Supplementary Conditions document for modifications to the pre-printed form. On the other hand, EJCDC’s and ConsensusDOCS Agreements and General Conditions are designed to be edited to suit the project – they really don’t stand alone without edits like the AIA’s documents do. That means that they cannot be incorporated

*See “Front End Documents” on page 4*

*BSD LinkLine Winter 2007-2008*



## New SpecLink Sections

### 00 4000 (00400) - Procurement Forms and Supplements :

This section is for listing forms that bidders must use during the bidding or tendering process. Some forms are standard pre-printed forms published by organizations such as the AIA or EJCDC, which can, if desired, be incorporated by reference simply by listing them here. Others will be included in the Project Manual, such as the Bid Form. This section can be most efficiently prepared by first preparing Section 00 5000 Contracting Forms and Supplements, as the procurement forms should be coordinated with the contracting forms.

### 00 5000 (00590) - Contracting Forms and Supplements :

This section is for listing forms that the contractor must use during the construction period. The most important of these forms are the Agreement and the General Conditions. All of the relevant model documents published by AIA, EJCDC, and ConsensusDOCS – those that relate to the actual construction contract – are listed here for selection (read more about these forms elsewhere in this newsletter). A checklist prompts the user for the contract type and which organization's forms should be used, and then presents only the appropriate options. There is also a long list of other forms that may or may not be necessary for a particular project. The checklist in this section also preselects the appropriate options in Section 00 4000 Procurement Forms and Supplements. Although this section is not mandatory on all projects, it is an easy way to prepare a concise list of all the “front end” documents that are typically prepared outside of SpecLink.

### 01 4216 (01422) - Definitions :

This short section includes basic specification-related definitions that apply to many, if not most, sections – namely, “provide”, “furnish”, and “install”. Sometimes these definitions are included in the Supplementary Conditions (which is where in SpecLink they previously appeared). This new section has been prepared because there are so many different methods of preparing General and Supplementary Conditions, and the specification writer often does not have any input into those documents. The three terms defined here are fundamental to SpecLink specifications – this section should be included if there is likely to be any doubt as to what those terms mean. Other relevant terms can be added by editing.

### 07 2501 (07261) - Rainscreen Weather Barrier with 2-D Drainage:

This section describes Cosella-Dörken's Delta Dry dimpled plastic weather barrier designed for installation under most types of exterior cladding. It is only for above-grade use and provides a ventilated space behind the cladding with positive drainage. [www.cosella-dorken.com](http://www.cosella-dorken.com). ■

*“Front End” Documents” continued from page 3*

by reference because the bidders can't tell what they say unless the documents are published in the Project Manual. AIA also makes it possible to edit their documents – the edited documents would need to be published in the Project Manual for the same reason.

SpecLink includes two “sections” for the Agreement (00 7100 / 00500) and the General Conditions (00 7200 / 00700). These sections function either as “cover sheets” for the actual document (inserted manually) or as placeholders for the actual document imported into a user section. Either method is valid – which to use usually depends on the mode of reproduction. If a stack of paper is sent to the printer, the external documents can simply be interleaved. But if electronic files must be sent to the printer or issued to bidders, then the external documents probably need to be imported into the SpecLink project file.

Although all contracts typically include an Agreement and General Conditions, only competitively bid projects include bidding requirements. The two most important bidding documents are the Instructions to Bidders and the Bid Form. SpecLink includes samples of each, which should be edited to suit the project. If an AIA Agreement/General Conditions is to be used, AIA A701 Instructions to Bidders should also probably be used – either by incorporation by reference with a supplement for modifications or by inserting the actual edited document into the Project Manual.

Other types of forms that may be necessary include Bid Security or Bond, Bidder's Qualification form, Performance and Payment Bonds, Application for Payment, Schedule of Values, Change Order, and Certificate of Substantial Completion – see Sections 00 4000 and 00 5000 for a list. ■

### Now Playing: SpecLink Webinars

Building Systems Design provides twice-weekly guided tours of the SpecLink® application. One-hour Webinars cover the basics to get you started on your first project.

Subjects covered include:

- Starting a new project
- Navigation of the Menu Bar and Tree Panel
- Discussion of the Status Columns in the Document Panel
- Explanation of choices, options, and fill-in-the blanks
- Creating and modifying headers and footers
- Printing options

We offer free SpecLink Webinars on Tuesdays at 11 AM and Thursdays at 4 PM, Eastern Time. Please call 1-800-266-7732 to schedule the time most convenient for you, and we will send you the information to register. ■

### SPEC WRITER JOB OPENING:

BSD is looking for an architect or engineer to join us in maintaining and expanding SpecLink. For more information, go to [www.bsdsftlink.com/bsd-jobs.htm](http://www.bsdsftlink.com/bsd-jobs.htm) or call (888) BSD-SOFT.

# New Construction Contracts from Three Sources

2007 has been a big year for standard construction contracts, with new or revised forms being issued by three different construction organizations. In March, the Engineers Joint Contract Documents Committee (EJCDC) issued an update to its core construction-related contract forms, which are heavily used in horizontal construction projects such as municipal and utilities construction. These 21 documents replace the previous 2002 edition and supplement over 40 other documents comprising the full EJCDC program.

In September, a new organization, ConsensusDOCS, published its first edition of over 70 construction contract forms that were derived from previously published documents issued by The Associated General Contractors of America (AGC) and the Construction Owners Association of America (COAA). ConsensusDOCS is an organization comprising 20 different con-

struction organizations representing owners, contractors, subcontractors and sureties that have banded together to produce contract forms based on collaboration and intended to reflect the project's best interests, rather than a single party interest (see related story in Fall 2007 edition of LinkLine). Finally,

outside of the design profession."<sup>1</sup> Cynical observers have noted that subsequent to its endorsement of the 1997 edition of A201, AGC began to publish its own family of documents that competes with those published by AIA. The new AGC-backed ConsensusDOCS product that was released in September 2007 includes its own combined owner-contractor agreement and general conditions document, *ConsensusDOCS 200*, in addition to several other agreement forms that include general conditions. A cover story and an editorial in the September 19, 2007 edition of *Engineering News Record* included statements indicating that the ConsensusDOCS documents had been developed by 23 industry organizations representing owners, contractors, subs, sureties, insurers and designers.

The claim of input from design organizations was subsequently rejected in a letter to the editor of *ENR* that was signed by the chief executives of AIA, NSPE, ASCE, and ACEC, who wrote, "To our knowledge, no organization in the design professional community has provided comments on, or contributed intellectual property to ConsensusDOCS."<sup>2</sup>

## How the Programs Differ

Figure 1 is a table that shows the major document categories for each of the programs. Each set of documents is focused primarily on its own constituency, but all three programs include documents intended for use by other parties. As shown in the table, there are some correlations between document sets, but there are also unique aspects to each program. For example, the

AIA Documents	EJCDC Documents	ConsensusDOCS Documents
<b>A-Series: Owner-Contractor</b>	<b>C-Series: Construction Related</b>	<b>200 Series: General Contracting</b>
(In A-Series and G-Series)		<b>300 Series: Collaboration</b>
<b>B-Series: Owner-Architect</b>	<b>E-Series: Owner-Engineer</b>	<b>700 Series: Subcontracting</b>
<b>C-Series: Architect-Consultant</b>	<b>E-Series: Engineer-Subcontractant</b>	(in 200 Series)
<b>D-Series: Architect-Industry</b>	(In Guides and Commentaries)	
<b>E-Series: Digital Practice</b>		(In 200 Series)
<b>G-Series: Office, Project Forms</b>	(In C-Series)	(in 200, 400, and 700 Series)
	<b>R-Series: Environmental Remediation</b>	
	<b>P-Series: Procurement</b>	
	<b>F-Series: Funding Agency</b>	
(In A-Series and B-Series)	<b>D- Design-Build</b>	<b>400 Series: Design-Build</b>
(in C-Series)	<b>E-Series: Joint Venture</b>	
	<b>E-Series: Peer Review</b>	
(in A-Series and B-Series))		<b>500 Series: Construction Management</b>
		<b>800 Series: Program Management</b>
<b>Commentaries, etc. (free)</b>	<b>Guides, Commentaries, etc.</b>	

Figure 1

in November the American Institute of Architects (AIA) issued almost 40 new and revised documents, including a 2007 edition of its "keystone" document, A201 - The General Conditions of the Contract for Construction, and many other contract forms that are related to and coordinated with A201.

## Competition and Controversy

AIA documents are developed in-house by an appointed committee of AIA members, supplemented by a full-time professional staff and outside counsel, with limited invited input from outside organizations, including AGC. In a noteworthy shift from previous editions over a period of fifty years, the 2007 release of AIA's key A201 general conditions document was pointedly *not* endorsed by AGC. In an October 2007 press release, AGC said that "the new edition does not fairly balance risk among all parties but instead significantly shifts risk to general contractors and other parties

<sup>1</sup> "AGC Members Unanimously Vote Against A201 Endorsement: General Terms and Conditions Document Fails to Provide Balance"; The Associated General Contractors of America; October 12, 2007.

<sup>2</sup> Letter to the Editor, *Engineering News Record*, McGraw-Hill Construction; October 10, 2007.

See "Contracts" on page 7

## LinkLine

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## SpecLink+

**Q** What does the paragraph that reads "Recent revisions to master text" indicate in one of the sections in my project? Why do I see it on the screen, but not in print preview or in the printed document?

**A** We have non-printing text for checklists and important notes to specifiers. Please review the master note attached to the paragraph to get information about changes to the section. The paragraph does not need to be turned off and the text will print on the Draft and Master Text copies, however it will not appear in the final Document.

**Q** I have asked to be a beta tester for the upcoming SQL version of SpecLink, but I haven't heard anything about that. What's going on with that?

**A** BSD SpecLink-E development is entering its Beta phase this quarter. One or more "webinar" demonstrations are planned beginning in December to introduce features of the new product to customers and to allow feedback during this final stage of development. The first Beta release of the software is planned closely following the first webinar. For more information regarding SpecLink-E and participation in either a webinar or the upcoming Beta trial, read the article elsewhere in this issue of *LinkLine*. Previous versions of the newsletter, available on our Web page, outline the new features of SpecLink-E.

**Q** How can I tell what has changed in a spec between when it was issued for pricing and when it was issued for construction?

**A** The Compare Projects feature was created for this purpose, and also for tracking changes in addenda. To use Compare, be sure to keep a separate copy of your project each time it is issued. For example, when issued for pricing, keep

a copy of the file called [projectname] pricing issue, and later for construction keep a separate copy called [projectname] construction issue. Also keep a copy for each issuance of addenda.

When you are ready to see what is different between two files, open the more recent project file, and from the Tools menu choose Compare. Select the older version of the project file, and then select whether you would like to generate a comparison of the whole project, a branch, or a single section. Then you will be able to print, preview, or export a comparison to word processing format.

In the comparison file, text that was added to the more recent project will be underlined, and text that was deleted will be struck out. There will also be a vertical line to the right of paragraphs that have changes to help you and the reader more easily locate changes.

**Q** I accidentally added a word to my SpecLink dictionary that was misspelled. How do I remove it?

**A** Words commonly used by you that are not found in the standard SpecLink dictionary can be added to the custom dictionary. This is a text file named CUSTOM.DIC and it is found in the SpecLink+System folder either on the local drive or on the server. (If you are running over a network the software usually uses the CUSTOM.DIC on the server.). This file can be edited using a text editor such as Notepad, and you can add and delete words to and from it directly. To edit the CUSTOM.DIC, close SpecLink, open CUSTOM.DIC in Notepad, and make any necessary edits. Be sure to type a return after the last item so that there is a blank line at the end of the file.

**Q** The names of several section titles are appearing in pink or magenta text in my Tree panel. What does that mean?

**A** In short, it means the project has not been completely updated. The software automatically marks any section that has not been completely updated to the latest master by turning the document title magenta. To update the whole project, go to the Tools menu, select Update to Master, then select Update Project and click the

Update button. You can also update only certain sections by selecting Update Section selecting the section you want to update, and clicking the Update button. Once the sections are updated, the titles in the tree panel turn back to their normal colors, black or blue.

Note that SpecLink does not require that you update a project; there can be many legitimate reasons for not updating. The magenta titles simply act as reminders that those sections contain obsolete data. You can open any of those sections at any time to see which paragraphs have updated versions available (marked with a rust color), and you can view the individual paragraph changes before updating them. You can also print a report that lists every paragraph in your project affected by updates. For more detail on updating, see Chapter 11 in the updated User Manual on the latest BSD SoftLink CD-ROM or from our website at [www.bsdsoftlink.com/support/sl\\_manual.htm](http://www.bsdsoftlink.com/support/sl_manual.htm).

## All Products

**Q** Our company has a Citrix server that people run software from when they are traveling. Can we run BSD software this way?

**A** Yes. On the Citrix server perform a standalone installation of SpecLink or CostLink/AE. You will need to get an Access Key for the server - call BSD Technical Support (800-266-7732) to discuss your options and to see if you will need to buy a key for the server, or if you have a license that you can move to the server at no cost.

Once the software is installed and has a key, employees at your company will be able to run BSD software from the Citrix server when they are traveling in the same way as they run other applications. No installation will be required on the computers from which the users are dialing in.

*See "Q&A" on page 7*

## More questions?

### Contact BSD Technical Support:

Toll Free: 800-266-7732

In Atlanta: 404-365-9226

E-mail: [support@bsdsoftlink.com](mailto:support@bsdsoftlink.com)



*"Q&A" continued from page 6*

**Q** Where can I find the user's manual?

**A** The user's manual is on the quarterly CD. It can also be found on our website at <http://bsdsoftlink.com/download-center/userspage.htm>

#### CostLink AE

**Q** Is it possible to include my company's logo on the reports?

**A** To insert a logo into the standard reports, rename the logo to logo.bmp, logo.jpg, or logo.gif, and place that file into your CostLink AE\System\Reports folder. The logo will automatically print in the top right corner of your reports.

**Q** I have some questions on the costs in the estimate and the assemblies in the models. Who do I contact?

**A** Your subscription to BSD CostLink/AE includes the current R.S. Means cost data in the AE Assemblies database and the Building Construction Cost Data database. R.S. Means stands behind its publications. If you have any questions about your estimate, about the costs you've used from their data, or even about the technical aspects of the job that may affect your estimate, feel free to call the R.S. Means editors at 1-800-334-3509. ■

*"SpecLink-E" continued from page 1*

SpecLink+ projects to the new Microsoft SQL Server-based SpecLink-E;

- Other Improvements – A host of smaller changes and improvements to make the life of the specifier easier and more productive.

To sign up for a Webinar or the upcoming Beta release visit BSD's website at <http://bsdsoftlink.com> or call BSD Technical Support at 888-BSD-SOFT. Information should be available in early December that will allow you to get on the list. If you have already left your name and address at one of the annual trade shows or via Technical Support, you will be contacted around the same time. If you feel we've missed you or might miss you, please don't hesitate to give us a call. We look forward to your participation and your feedback. ■

*"Contracts" continued from page 5*

AIA program now includes documents that deal with projects located outside the United States. The EJCDC documents include a significant number of forms dealing with environmental remediation, procurement, and agency funding. And the ConsensusDOCS program includes a number of documents that deal with program management, in addition to a unique tri-party agreement.

#### Model Documents

All three organizations subscribe to the concept that standard, "model" documents as a starting point for construction agreements are preferable to custom documents, since the latter often favor the drafting party, are untested in the courts, and must be carefully reviewed by legal counsel because of their unique language. AIA's program has the distinct advantage of almost 120 years of evolution, with contract terms being refined in response to court cases and changes in the construction industry. EJCDC's documents program is now over 30 years old, with documents that are tailored to the needs of its professional engineering members. AGC's documents program, which has now been absorbed by the ConsensusDOCS initiative, is the newest kid on the block, with documents that apply to a wide range of entities and project delivery methods. For all of these programs, it is critical that their documents be accepted as fair and balanced, because they are competing for acceptance by building owners.

The original concept that underlies standard, or model contract documents was that the printed paper form could be used directly as the actual contract document. If modifications were necessary, as they always would be for agreement forms, the required information could be printed or typed directly into blanks within the document or entered into the margins, and unnecessary provisions could be stricken out. For more extensive changes, separate, supplementary documents could be prepared that would modify the printed form. With the dawn of word processing, the concepts of rolling a printed form into a typewriter and attaching supplementary conditions to a preprinted form quickly became obsolete, and the own-

ers of these copyrighted contract documents subsequently struggled for years with the problem of preventing unauthorized use of their intellectual property.

Today, only AIA continues to offer hard copy documents for sale in addition to its electronic documents, which are available only through proprietary software that shows any changes from the printed forms. EJCDC's electronic documents are available only as Word files and can be purchased as a group on a CD-ROM or downloaded individually from its member websites. ConsensusDOCS documents are available only electronically, through AGC's proprietary DocuBuilder® software that was developed by BSD. Both the AIA and the ConsensusDOCS documents can be purchased by annual subscription or through a metered approach that deducts the cost of each document from a prepaid meter on the user's computer. ■

#### Resources:

To obtain more information about the AIA documents program, or to order AIA documents, see [www.aia.org](http://www.aia.org).

To obtain more information about the EJCDC documents program, see [www.ejcdc.org](http://www.ejcdc.org).

To order EJCDC documents, see one of the member organization websites:

[www.acec.org](http://www.acec.org)  
[www.asce.org](http://www.asce.org)  
[www.nspe.org](http://www.nspe.org)  
[www.agc.org](http://www.agc.org)

To obtain information about the ConsensusDOCS documents program, or to order ConsensusDOCS documents, see [www.consensusdocs.org](http://www.consensusdocs.org) or [www.agc.org](http://www.agc.org).

# Training Schedule

## The BSD SpecLink+ Workshop

The BSD SpecLink+ Workshop consists of two one-day workshops. The first day is devoted to learning the basics of SpecLink+, including how to navigate within the software, start a new project, edit sections, understand how the links and choices work, and how to format, print and export the final document. It is designed for new users. The second day is designed for those who want to learn how to create and maintain their own office master. This day covers the concepts of an office master, how to customize your master by adding choices, links, and tags, as well as creating your own checklists. Users must already be familiar with the basics of SpecLink+ to attend the second day.

## BSD SpecLink+ Either Day\* \$495 Both Days\* \$895

December 11th & 12th, Cincinnati, OH  
January 8th & 9th, Edison, NJ  
January 15th & 16th, Atlanta, GA  
February 12th & 13th, Portland, OR  
March 11th & 12th, Atlanta, GA  
March 18th & 19th, Chicago, IL  
April 8th & 9th, Philadelphia, PA

**AIA Members:** We will report your course completion for 7 or 14 Continuing Education Units

**CSI Members:** Submit Course Completion Certificate for 7 or 14 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

\* Class starts at 9:00 AM and ends at 5 PM.

## BSD CostLink/AE 1 day\* \$595

Scheduled on a demand basis.  
Call 888-273-7638.

**AIA Members:** Submit Course Completion Certificate for 7 Continuing Education Units

**CSI Members:** Submit Course Completion Certificate for 7 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

\* Class starts at 9:00 AM and ends at 5 PM.

BSD class schedules are online at [www.bsdssoftlink.com](http://www.bsdssoftlink.com). Select a product and click the Training link. Get directions & information on travel, hotels, & Atlanta!



## LinkLine

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